



Recommendation for Action

File #: 21-1544, **Agenda Item #:** 27.

4/22/2021

Posting Language

Authorize negotiation and execution of a multi-term contract with Midwest Tape, LLC, to provide DVD and Blu-ray disc acquisitions, cataloging and processing, for up to five years for a total contract amount not to exceed \$2,500,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Public Library.

Fiscal Note

Funding in the amount of \$250,000 is available in the Fiscal Year 2020-2021 Operating Budget of the Austin Public Library. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued a Request for Proposals (RFP) 8500 LGB3005 for these goods and services. The solicitation issued on November 17, 2020 and it closed on December 8, 2020. Of the three offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134641)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134641>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Linell Goodin-Brown, at 512-974-2830 or Linell.Brown@austintexas.gov <<mailto:Linell.Brown@austintexas.gov>>.

Additional Backup Information:

The contract will provide the Austin Public Library (APL) with adult and juvenile DVD and Blu-ray disc acquisitions, cataloging, and processing services. All DVD and Blu-rays will be fully cataloged, added to inventory records, and processed including appropriate packaging and bar coding, so they are shelf-ready and drop-shipped to multiple locations, which allows for quick checkout of materials by library cardholders. Currently, APL consists of the Central Library, 20 branch libraries, the Austin History Center, and the Mobile Library. APL acquires a variety of published resources for circulation in various formats and languages

annually for its collection. APL includes published audiovisual resources as part of the circulation materials collection. All materials are available for circulation to customers free of charge. In addition to cataloging and processing services, APL will have access to the contractors online ordering system. The online ordering provides at a minimum, the ability to track orders, provide real-time inventory information, download reports, access publication announcements, and advance notification of upcoming release dates. These, and any additional features will help APL staff develop and select its audiovisual collection.

This contract will replace the current contract, which expires on May 13, 2021. The recommended contractor is the current provider for these services. The requested authorization amount was determined using the departmental estimates based on historical spend.

An evaluation team with expertise in this area evaluated the offers and scored Midwest Tape, LLC as the best to provide these services based on overall qualifications and experience, management plan, operating plan, price, local preference, and service-disabled veteran business enterprise.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	3 yrs.	\$1,500,000
Optional Extension 1	1 yr.	\$ 500,000
Optional Extension 2	1 yr.	\$ 500,000
TOTAL	5 yrs.	\$2,500,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

Strategic Outcome(s):

Culture and Lifelong Learning.